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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Marketing Administration  
Washington, D. C.

August 17, 1942

ADMINISTRATOR'S MEMORANDUM NO. 10 ✓

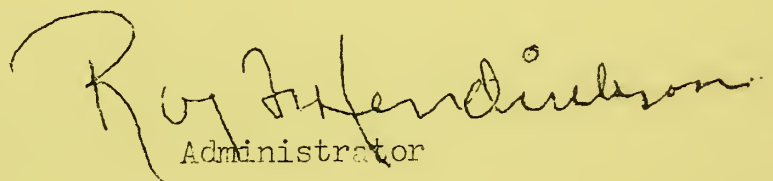
Supplement A ✓

Long Distance Telephone Calls in Prosecution of the  
War Effort

There is attached a copy of Secretary's Memorandum No. 965, Supplement No. 1 regarding the curtailment of long distance telephone calls, which it is requested you bring to the attention of members of your organization responsible for placing such calls. Too much emphasis cannot be placed on the fact that only those calls which are extremely urgent should be made. This is not only because of the economy which would result but is required because telephone facilities, due to the unprecedented volume of activity in Washington, are seriously overloaded.

The Secretary has advised me that a new plan to give precedence to extremely urgent long distance calls made in prosecution of the war effort has been initiated by the Chesapeake and Potomac Telephone Company. If wisely used, this plan can materially aid the work of our organization. In placing a call which is urgent to the war effort an official may tell the operator "This is a government urgent call" and it will be given priority. It is requested that only those calls which are unusually urgent in connection with Lend-Lease activities of this Administration be placed in the category just quoted. Obviously the circulation of this method of securing priority on telephone calls to all employees of your organization may end in having too many calls placed under the priority classification. It is suggested, therefore, in order that this new procedure may not break down, that you designate a responsible employee within each division of your branch or region from whom approval for the placement of a telephone call under the priority system will be secured before making the call.

I again urge upon you the necessity for restricting at this time the number of long distance telephone calls placed by employees of your branch or region and request that careful supervision of such telephone usage be installed. It is well for us to bear in mind that quite often a telegram or even an airmail letter will suffice to meet the problem which on first glance requires telephonic communication.

  
Administrator

Attachment

